



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 06/05/01

AGENDA ITEM 2

WORK SESSION ITEM

TO: Mayor and City Council

FROM: Personnel and Employee Relations Director

SUBJECT: Authorization of Execution of an Agreement for Employee Assistance Program Services

RECOMMENDATION:

It is recommended that Council adopt the attached resolution authorizing the City Manager to execute an agreement for Employee Assistance Program services with Holman Professional Counseling Centers.

BACKGROUND:

The City of Hayward provides an Employee Assistance Program (EAP) for all City employees. The program offers a maximum of seven free counseling visits for non-sworn employees and up to 20 free counseling visits for sworn police employees. The scope of services available through the EAP include work/life resources such as legal and financial referral services; dependent and elder care services; critical incident debriefing; family and relationship counseling; employee wellness seminars, and supervisory training. The City's current agreement with Managed Health Network expires on June 30, 2001.

With the expiration of the current agreement approaching, a Request For Proposal was issued and responses from four (4) firms were received. Holman Professional Counseling Centers was selected based on its ability to provide a comprehensive EAP program at the lowest cost.

Over the three year period of the agreement, the annual fee will range from about \$37,000 to \$39,000 per year. The cost of this contract will be borne by the miscellaneous benefits fund.

Prepared and Recommended by:



Beth Perrin-Scales, Personnel and
Employee Relations Director

Approved by:


Jesus Armas, City Manager

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN AGREEMENT WITH HOLMAN
PROFESSIONAL COUNSELING SERVICES FOR
EMPLOYEE ASSISTANCE PROGRAM SERVICES**

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute an agreement between the City of Hayward and Holman Professional Counseling Services for employee assistance program services, a copy of which is on file with the City Clerk's office, for a three-year period (subject to annual appropriation), in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2001.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward